

SECRET

EMPLOYEE RATING II-1

SECURITY INFORMATION

II Working Group on EMPLOYEE RATING

25X1A9a

OPC
SO
personnel

IR (Chairman)
PCD
Training

25X1A9a

(9 meetings have been held and the following summary is complete through 14 December 1951)

1. Performance Rating

- A. The Working Group agreed to devise a rating system that can be integrated into the Career Service Program. It was further agreed that the technical requirements for a rating system under Public Law 873 could undoubtedly be met without difficulty even though CIA would request exemption from that Law by reason of administrative restrictions that were not compatible with security.
- B. Further discussion on Performance Rating resulted in a recommendation to the Career Service Committee by the Working Group that there be no Performance Rating as such, but there will be recommended an employee evaluation system which will evaluate every employee. In the evaluation system current job performance would be included as a factor requiring rating by the supervisor in the process of evaluation.
- C. Review of the procedures of other Agencies led the Working Group to recommend to the Career Service Committee that Employee Rating be included in the evaluation system in the same wording as is used by AEC in complying with Public Law 873. The AEC statement is:

"John Doe meets (or exceeds) the requirements of his position," or "John Doe does not meet the requirements of his position."

2. Employee Evaluation

- A. Primary purpose is to insure to the Agency and the employee the best use of his aptitudes, knowledges, skills, and interests. Evaluation of these factors is the first step for planning a career development system.
- B. From definition of purpose the Working Group is now moving to selection of evaluation factors as they relate to aptitudes, knowledges, skills, and interests.

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EMPLOYEE RATING II-2

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3. General points of agreement of the Working Group.

- A. Job families may necessitate the establishment of more than one evaluation system but the purpose is to maintain simplicity and the Group will endeavor to recommend only one system for all employees.
- B. An employee evaluation system to be effective requires proper training of the supervisor making the evaluation and, to a limited extent, discussion between employee and supervisor. The latter is limited as certain factors in evaluation do not lend themselves to such discussion.
- C. Each member of the Working Group will use some device to determine the position of his Office on the conclusions or recommendations made by the Group.

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CAREER BENEFITS III-1

SECURITY INFORMATION

III Working Group on CAREER BENEFITS

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OSO

OPC

COMMO (Secretary)

Personnel
General Counsel (Chairman)

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(8 meetings have been held and the following summary is complete through 14 December 1951)

I. An agenda has been adopted, arranged in numerical order of priority for study, to provide a structure around which the problem of career benefits to CIA employees can be most advantageously studied, as follows:

I. Hazardous duty benefits.

- A. Increase in base salary for service involving unusual hardship and hazard.
- B. Extension of the authority contained in Confidential Funds Regulations, authorizing pay, within grade advances, and grade promotions for individuals who are detained involuntarily to include those employees paid from vouchered funds.
- C. Application of United States Employees Compensation Act to dependents of employees engaged in hazardous duties who are themselves exposed to hazard.
- D. Death gratuity of six months' base pay to dependents of CIA employees whose death occurs in line of duty while serving abroad.

E. Consideration of retirement benefits.

II. Consideration of the adoption of new classification and salary schedules in lieu of the present policy which follows provisions of the Classification Act of 1949 and allowances for overseas service.

III. The equitable application of leave to all classes of employees.

IV. Career benefits inherent in the recognition of distinguished service to the Agency.

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2. By Memorandum to Career Service Committee, dated 19 November 1951, re "Parachute Pay for Staff Employees and Staff Agents," the Working Group recommended that parachute pay for appropriate trainees is necessary and desirable and presented six broad principles for consideration, with the recognition that such principles would require approval of the DCI and that detailed regulations necessarily must be devised upon such approval. The principal document of reference considered by the Working Group pertaining to this subject is the Memorandum from the Assistant Director of Training (Covert) to the Joint Training Committee, dated 18 September 1951.

Note: The problem was referred by the Career Service Committee to the Senior Review Committee for approval of regulations to be drafted by the Advisor for Management. The Senior Review Committee was convened on 30 November 1951 and after full discussion referred the problem back to the Career Service Committee for inclusion of other types of hazardous duty pay encountered in training situations. This being an operating problem of the Office of Training, the Committee asked that Office to handle directly with the DD/A (Special) henceforth. - ~~SECRET~~ 25X1A9a

3. By Memorandum to Chairman, Career Service Committee, dated 29 November 1951, re "Continuance of Pay and Allowances", the Working Group suggested that, through an appropriate method, the benefits of the Missing Persons Act, or similar provisions, be made available to all employees of CIA. Along this same line is to be considered a bill pending before Congress, S. 1820, which is to accomplish the same purposes of the Missing Persons Act, which will expire as a wartime statute upon ratification by the Senate of the Japanese Peace Treaty. Recommendation was made that CIA support S. 1820. Since it is obvious that the progress of the Bill will have to be followed carefully in order to insure that probable revisions will maintain it consistent with CIA objectives, it was further suggested that such responsibility for action be placed on the General Counsel's Office (for following the Bill and informing the appropriate Congressional Committees of CIA support for the provisions of the Bill).

TRAINEES IV-1

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SECURITY INFORMATION

IV Working Group on TRAINEES

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OSO

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Training

Personnel

OO (Chairman)

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Note: This Working Group has been hampered by illness and unavailability of some of its original members and although four meetings have been held, it is not making a progress report at this time. -

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CAREER BENEFITS III-3

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4. In connection with the overall task of the Working Group ("Consideration of the adoption of new classification and salary schedules in lieu of the present policy which follows provisions of the Classification Act of 1949...."), Mr. [REDACTED] presented his views on the need for some kind of "Commissioned Service", perhaps along the lines of the State Department's Foreign Service, within the CIA. Following are some objectives which would be attained by such career structure.

- a) Discipline and control of personnel necessary for flexibility to meet rapidly changing situations.
- b) Stability of personnel.
- c) Esprit de Corps
- d) Career retirement plan.
- e) Wage and Pay schedule on a long range career basis.
- f) A Reserve to be called upon in case of need.
- g) Legislative confirmation of existence.
- h) Acceptance of the philosophy that in CIA, responsibility should be vested in the individual rather than the position.

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After much discussion, it was agreed that Mr. [REDACTED] and Mr. [REDACTED] will study the career structure plans of the Armed Forces, Foreign Service, Public Health and other "commissioned services" and, after such study, will prepare an outline to be brought before the Working Group for discussion in the near future.

/s/ [REDACTED]

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~~SECRET~~ EXTENSION TRAINING V-1

SECURITY INFORMATION

V Working Group on EXTENSION TRAINING

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[REDACTED], ORR (Chairman) [REDACTED] ONE
[REDACTED], OSI [REDACTED] 00
[REDACTED] training [REDACTED] 0SO
[REDACTED] (Secretary)

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(6 meetings have been held and the following summary is complete through 14 December 1951)

1. The Directive to the Working Group on Extension Training has been broadened to include consideration of internal CIA training as well as extra-CIA training, as follows:

Problem:

To survey the types of extra-CIA training that are required and to recommend to the Career Service Committee policies and procedures for putting into effect an extension training program or programs a.) in universities, colleges and laboratories and other research and educational institutions in the United States and abroad, b.) in service schools and colleges of the Armed Forces, c.) in industry, d.) in other United States Government Agencies, e.) in other friendly foreign intelligence services and f.) in other friendly foreign government units and staff colleges; to inquire into and to recommend methods of selecting individuals, schedules and phasing; to investigate possible magnitude of such a program; to recommend security measures made necessary by reason of these extra-CIA activities; what training in general should be offered in CIA and what outside.

2. Comments on the References in the Directive to "A Program for the Establishment of a Career Corps in the Central Intelligence Agency", dated 7 August 1951.

- a. On: Flow-chart, Sections VI & VII: Selection of Career Corps and Training & Rotation of Specialists & Generalists
Paragraph VI, page xiii: Training of Career Corps Specialists
Paragraph VII, page xiii: Training of Career Corps Generalists

Agreed that: "The Working Group on Extension Training notes that the flow charts VI and VII inserted between pages vii and x of the Report and paragraphs VI and VII on page xiii are summaries of Section VI (pages

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EXTENSION TRAINING V-2

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14-16) and Section VII (pages 17-18), needing for their revision only editorial action to reflect whatever new form the Career Service Committee may give to these sections: therefore, this group has no comment thereon".

b. On: Appendix D, page 31: Arrangements with Armed Forces for Training of Professional Trainees.

Agreed that: The Working Group on Extension Training believes that Appendix D does not concern this group.

c. On: Appendix B, pages 20-21: List of Institutions in which Contacts should be Established.

Agreed that: The Working Group on Extension Training judges that Appendix B is of primary interest to the Working Group on Trainees, in view, however, of the statement in Appendix P, page 67, first paragraph, concerning arranging programs in the Universities, we desire to point out that changing conditions in extension training requirements and facilities are such that no definite list of extension training facilities should be made up.

d. On: Appendix L, page 60: Advanced Training - CIA Intelligence School

Appendix R, page 72: Graduate Training - CIA Intelligence School

Agreed that: Decision postponed until completion of consideration on other points. There was disagreement among group members both as to whether this group should express its views on the compass of the CIA Intelligence School, and as to what methods, if any, should be taken to obtain clarification on this point.

e. On: Appendix M, page 61: Language Training for Specialists

Agreed that: The Working Group on Extension Training believes that, because of the basic importance of language studies, the specialized needs of the Agency, and considerations for security and convenience, a considerable proportion of language instruction should be given within the Agency in the CIA Language Program.

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EXTENSION TRAINING V-3

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f. On: Section VI, pages 14-16: Training of Career Corps Specialists
Section VII, pages 17-18: Training of Career Corps Generalists
Appendix K, pages 56-59: Rotation Plan for Specialists
Appendix N, pages 52-64: Rotation Plan for Generalists

Agreed that: The Working Group on Extension Training believes that the distinction, mentioned in the reference between Specialist and Generalist is not applicable to the assigned tasks of this Group, and proposes not to return to the matter unless specifically so directed.

g. On: Appendix P, pages 67-68: Implementation of University & Industrial Training

Agreed that: The Working Group on Extension Training concurs in general with the ideas of Appendix P, but notes certain aspects which require further study.

3. The following questions are being considered by the Group and are indicative of the future actions that will be taken by the Group:

- a. Can the Group suggest a generally applicable system of selection?
- b. Can the Group decide on how much training should be arranged by interested offices without seeking TO assistance?
- c. Can the Group decide how many additional trainee slots should be provided and under what circumstances?
- d. Can the Group decide how many people should take training and when?
- e. Can the Group make all of its recommendations applicable to the present stringent personnel situation as well as to any probable future situations?
- f. Can the Group decide which training should be on-the-job and which should be formal courses?
- g. Can the Group decide which training should be extra-CIA and which should be intra-CIA?

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ROTATION VI-1

SECURITY INFORMATION

VI Working Group on ROTATION

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Personnel
(Chairman)

OPC
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(9 meetings have been held and the following summary is complete through 14 December 1951)

1. The Working Group has tentatively agreed that an individual should serve two years with the Agency and be a GS-7 or above before he becomes a part of the rotation system.
2. The following definitions have been adopted:

A. Rotation: The process of systematic designation and redesignation of an individual to various kinds of duty and training for the purpose of improving his capacity to serve the Agency.

B. Training: The process of providing instruction and practice in intelligence and related activities, initially and throughout the career of the individual in order to develop necessary attitudes, skills and knowledge and to broaden his understanding of various phases of the activities of the Agency.

For purpose of this definition, training may take place within the Agency or at external facilities, either in the United States or overseas. Training may also include designated duty other than a regular duty assignment for the purpose of providing instruction and practice in activities of the Agency collateral to the regular duty assignment of the individual.

3. The Working Group adopted the following statement concerning the objectives of Rotation:

A. The broad objective of rotation is to improve the capacity of the individual to serve the Agency. Specifically, rotation aims at the following objectives:

(1) for the Agency:

(a) a more effective and more economical utilization of the Agency's manpower.

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ROTATION VI-2

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(b) a method of improving the selection and broadening the experience of individuals to serve in key positions.

(c) the cultivation of an "esprit de corps" based primarily on the reward for merit principle.

(2) for the individual:

(a) assisting him to do his present job more effectively by:

1. increasing his knowledge in depth in his field.
2. providing him with new skills, techniques and methods of performance.
3. improving his ability to plan his work and to direct and supervise others in it.
4. increasing his understanding of the necessary relationships of his job to those of collateral and higher echelons of the Agency.

(b) preparing him to undertake jobs of increasingly greater responsibility commensurate with his growth potential by:

1. broadening his understanding of the objectives of the Agency and its mission.
2. intensifying the development of his planning, managerial and supervisory skills.

(c) providing him more opportunity to find the field in which he does best.

(d) removing an individual from a "rut".

4. It was agreed that while most jobs will fall in the category of Generalist or Specialist it would be inadvisable to attach these labels to the individual.
5. The fact that any individual proves to be non-promotable but is highly qualified at his present level and position does not necessarily require selection out or further rotation.
6. Individuals may be rotated from a job to other assignments and back to the same job but not necessarily so.

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